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ABSTRACT

The study of task identification in interior design and furnishings presents statistical correlations of task performance frequencies obtained by questionnaire in 16 task clusters for the occupations of assistant interior designer, floor mechanic, upholsterer, and drapery maker. One-way matrices present, for each occupation, task clusters and tasks within each cluster arranged vertically in descending order of overall mean frequency of performance. Two-way matrices correlate task information for all four occupations, with occupations arranged horizontally and task clusters and individual tasks within each cluster arranged vertically in descending order of commonality of performance as indicated by overall mean frequency scores. A two-page bibliography is included together with six appendixes, which provide a list of resource personnel, a task checklist and instruction sheet, personal descriptive data of employees in the four occupations, mean frequency tables for task clusters by individual occupations, alternate job titles by occupations, and mean frequency tables for task clusters for the four occupations. (JR)

Identification of Tasks in Home Economics Related Occupations

INSTITUTIONAL AND HOUSEHOLD MAINTENANCE

CARE/DEVELOPMENT OF CHILDREN

FAMILY AND COMMUNITY SERVICES

CLOTHING, APPAREL, AND TEXTILE SERVICES

FOOD SERVICE

INTERIOR DESIGN AND FURNISHINGS

CE004247

Developed by the Departments of Home Economics Education
at Iowa State University and University of Northern Iowa
in cooperation with the Iowa Department of Public Instruction

ED109409

IDENTIFICATION OF TASKS IN HOME ECONOMICS RELATED OCCUPATIONS

Interior Design and Furnishings

Developed by the Departments of Home Economics Education at Iowa State University and University of Northern Iowa in cooperation with the Iowa Department of Public Instruction under research projects funded by Part C, P.L. 90-576

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FOREWORD

This publication is one of a series of six publications designed to provide data pertaining to the performance of tasks in specific gainful occupations related to home economics. These data may be used in developing appropriate objectives and curricular content for the preparation of individuals to enter the specific occupations studied.

The six subject areas of home economics for related occupations investigated are a modification of the consumer homemaking cluster, which is one of the fifteen United States Office of Education clusters. They include institutional and household maintenance services, child care and development, housing and interior design, food service, family and community services, and clothing and apparel services.

Each of the six publications provides for its respective field a listing of major job categories within the field and the functions and tasks required for the job arranged according to clusters of similar tasks.

These publications are available from the State Director, Career Education Division, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa, 50319.

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JUSTIFICATION FOR THE TASK ANALYSIS

Recently educators have become more aware of the growing need for vocational education programs at the secondary and post-secondary levels. In order to meet this need, there has been a rapid increase in the number of vocational education courses offered and in the number of students enrolling for such courses. Federal education legislation has also emphasized the necessity of preparing all people for gainful employment, as well as retraining persons who need or desire a different occupation.

This emphasis on vocational education programs is a reflection of changes in our society. If reflects a change in both job options and labor market needs in America. It is predicted that job opportunities, in general, will be greater in the service-producing industries than in goods-producing industries but that "more jobs will be created from deaths, retirements, and other labor force separations than from employment growth between 1968 and 1980" (U.S. Department of HEW, 1971b, p. 29). Since about three-fourths of our young people will graduate from high school but only about 22% are predicted to earn a four year college degree in 1973, it is important that occupational exploration and preparation be made available for students who desire such training (U.S. Department of HEW, 1971b, p. 27). For these reasons, it has been recommended that vocational educators offer a wide range of vocational programs.

One of the main goals of vocational-technical education is to help more people qualify for work. The success of existing programs in placing graduates has been high.

> Of the 135,678 post-secondary students who completed program requirements . . . (in 1969 and were available for placement) . . . ninety percent of these students were employed in their field or in a related field (U.S. Department of HEW, 1971b, p.8).

Home economics has been included in vocational education legislation since 1917 in the Smith-Hughes Act. In the 1963 Vocational Education Act, it was specified that vocational funds for home economics be used for vocational education programs with the purpose of training individuals for gainful employment in any occupation involving knowledge and skills in home economics subjects. The recent 1972 legislation has extended funding for such vocational home economics programs. With the increasing interest in vocational-technical education, we can assume that the demand for such courses in home economics will continue to increase as more women enter the labor force, and as more men discover the employment opportunities in home economics related occupations.

One area of home economics which provides such employment opportunities is the occupational cluster of jobs related to housing and interior design. These occupations are becoming increasingly more important as income levels and standards of living rise, and as more emphasis is placed on quality of life, including its relation to and effect on people and their environment.

Considering the importance of this area of knowledge to modern society, relatively few studies have been done to identify (within the cluster of occupations in housing and interior design) a career ladder or the jobs available for persons who are not professionals. Nor is much information available concerning the job tasks and duties of persons holding those jobs. No such studies have been done in Iowa. This lack of information has made curriculum development in this area

difficult. Existing vocational programs in housing and interior design are quite limited and often vary considerably from school to school.

Skaff (1971) in her study says that "The literature tends to indicate an increasing need to develop courses of study which prepare young people and adults for occupations which require knowledges and skills traditionally considered a part of home economics. Information concerning the kinds and amounts of knowledge required for such occupations is necessary."

With the demand for trained workers and the emphasis on vocational-technical education at the secondary and post-secondary levels, the problem facing educators is how to develop the curriculum for such programs. When planning vocational programs, it is recommended that three factors be considered.

> First, the occupational distribution of the labor force, and projected trends in employment by occupations; second, the actual work performed and performance requirements for each occupation; and third, the education and training needed by the worker for successful performance in those occupations (U.S. Department of HEW, 1969, p. ix).

Mager and Beach (1967) suggest a method of course development for vocational education in which instructional units are outlined in terms of the final tasks to be learned. In order to identify the work or tasks to be learned, job analysis may be done. This involves a breakdown of the job into units which are called tasks. The task may be defined as "one or more (work) elements and is one of the distinct activities that constitutes logical and necessary steps in the performance of work by the worker" (U.S. Department of Labor, 1972, p.2). Some of the major uses of job analysis data are vocational counseling,

determining training needs and developing training programs, and performance evaluation (U.S. Department of Labor, 1972).

These tasks may be taken a step further by clustering. The cluster concept is a recently employed method whereby similar job tasks in related occupations are grouped together. This technique helps educators plan for preparation of students for specific skills and for broad general training in a variety of occupations (Skaff, 1971). The curriculum based on the task clusters common to several related occupations can form the core of an occupational program; while the curriculum based on the task clusters unique to each occupation could provide the basis for courses which students might elect to take, in addition to the core, in order to specialize in an occupation. Related occupations refer to those occupations which have common knowledges and competencies needed to perform the individual jobs. The advantages of clustering job tasks for educational purposes are: first, it aids in curriculum development; second, students are able to be more mobile within an industry and geographically; third, students are more prepared to cope with technological changes; and fourth, it allows students more flexibility in occupational choice.

Therefore, the objectives of this study were: 1) to identify the occupations related to housing and interior design; 2) to identify the tasks performed by employees in housing and interior design occupations in Iowa which require less than baccalaureate preparation; 3) to determine the frequency with which the tasks were performed by the workers; 4) to determine the tasks which were common to the occupations and 5) to devise a matrix or similar form which would provide teachers with a readily accessible and easily useable guide for curriculum development in housing and interior design occupations at the local level.

METHOD OF PROCEDURE

Identification of Housing and Interior Design Occupations

A comprehensive list of home furnishings related occupations was developed from available references and resource materials. Specifically the best resources were: Dictionary of Occupational Titles (DOT), the U.S. Office of Education classification system of vocational-technical subject matter areas, the career education occupational clusters developed by USOE/EVTE, and the AHEA career ladders.

Upon examination of the list, it was suggested that a check be made to determine if all of the jobs were actually done in Iowa. Phone calls were made to some of the businesses and industries which would supposedly be employers of persons in the home furnishings related occupations. It was then determined that many of the listed jobs either were not actually in existence to any extent in Iowa or were filled with professional personnel. The list was then reduced to the four occupations which were actually surveyed in this study. These four are: 1) assistant interior designer, 2) floor mechanic, 3) upholsterer, and 4) drapery maker. These occupations seemed to be the only ones in Iowa which had persons without a baccalaureate degree employed in numbers large enough to support the study.

Development of the Instrument

Personal descriptive data questionnaire

Some general information was necessary in order to know the characteristics of the participants. For this reason a personal descriptive data questionnaire was included with the task checklists.

The items included were: 1) size of business, 2) occupation or job title, 3) number of employees in your occupation, 4) total length of time employed in the occupation, 5) age and sex, 6) highest educational level attained and any additional training, and 7) type of on the job training received and length of such training. Respondents were also given an opportunity to receive a summary of the results of the study, if they so desired.

Task checklists

Descriptions of the four occupations, assistant interior designer, floor mechanic, upholsterer, and drapery maker, were necessary in order to write the task lists. These descriptions were secured from resource materials including curriculum guides, DOT, and previously conducted studies in home furnishings related occupations.

Based on these job descriptions and using curriculum guides for training programs for the occupations, task checklists were developed for each of the four occupations and included all major tasks an employee in one of the four occupations might perform. Observations of employees at work and interviews with employers were also conducted before completing the lists. Subject matter specialists from the Applied Art Department at Iowa State University and instructors in home furnishings related courses at some of the Iowa Area Vocational-Technical schools and/or Community Colleges were contacted. They were asked to check the lists for clarity, correctness, and completeness. At about the same time, Iowa Department of Public Instruction consultants in Career Education were asked to evaluate the checklists for clarity and mode of presentation. Some rewording was suggested and several tasks were added to make the lists more complete. The resulting

checklists consisted of the following number of tasks for each occupation: assistant interior designer, 65; floor mechanic, 65; upholsterer, 86; and drapery maker, 86. Included were 26 identical tasks on the four checklists. Space was provided for respondents to list additional job tasks done and their frequency.

Pretesting the Instrument

The task checklists were pretested with two or three employees in each of the four occupations in businesses in Ames, Iowa. After the study was explained to the employer, he was asked to have an employee complete the checklist.

Although Shipley (1967) found that responses made by employers and employees differed only slightly in identification of tasks for an occupation, the planning committee for this study decided, as did Shipley, that the employee would be more accurate concerning the tasks done on their job. In these four occupations management might be removed from the job and less aware of the tasks done and their frequency of performance.

Pretest checklists were taken in person to the businesses involved. After the pretest, minor changes were made in wording so that the tasks would be more easily understood and technically correct.

During the pretesting employees responded as easily to a five point frequency scale as to the three point scale. Since a five point scale is more discriminating, it was used for the final study.

The following instructions for employees were included with each checklist in order to explain use of the five point response scale:

(1) Check column 1 if the task is one which you would never do in your job.

(2) Check column 2 if the task is one which you might do at least once a year in your job.

(3) Check column 3 if the task is one which you would do at least once a month in your job.

(4) Check column 4 if the task is one which you would do at least once a week in your job.

(5) Check column 5 if the task is one which you would do every day in your job.

The revised instrument included an instruction sheet, a form for recording personal data, and a task checklist for each occupation (see Appendix B for examples).

Selection of Sample

Since no list was available of employees in any of the four occupations, possible places of employment were compiled from telephone directories. The compilations were made from the yellow pages of directories of the 24 largest towns in Iowa, based on the 1970 census, with the exception of Ames where the instrument had been pretested. These possible employers were found under the following sections in the yellow pages: Interior Decorators and Designers; Carpet and Rug Dealers, New; Draperies and Curtains-Retail and Custom Made; and Upholsterers.

Additional names of employers and/or employees were obtained from respondents who were asked to contribute names and addresses of people they knew in any of the four occupations. These names were added to the original lists. This method was used since many small businesses and self-employed workers do not subscribe to the yellow pages but tend to rely on word-of-mouth advertising to obtain their customers.

In order to have a sufficient response for the planned analysis, it was decided that approximately 200 businesses in each occupation

would need to be contacted. Initially, random selection of respondents from the telephone lists was anticipated; however, the lists did not include a number large enough to permit random selection in three of the occupations, assistant interior designer, upholsterer, and drapery maker. Since the list of floor mechanics was large enough, random selection was used for this group.

The sample invited to participate in this study, including names from both the telephone directories and referrals, was: assistant interior designers, 183; floor mechanics, 339; upholsterers, 143; drapery makers, 192; and the total invited sample for the study was 857.

Collection of Data

The large number of respondents needed and the geographical area involved prohibited individual interviews and, therefore, the instrument was mailed to the businesses. A cover letter which explained the study and gave instructions for the completion of the checklists was written and included with the checklist and personal data questionnaire which were mailed to each employer. In cases where the employer could possibly have employees in more than one of the four occupations involved in the study, he was asked to have an employee in each of the occupations concerned complete the correct task checklist.

Four weeks after the checklists had been mailed, a follow up letter was mailed to the employers. After another three weeks, the second follow up letter and the final reminder was sent. This mailing included a post card for employers to complete concerning the reason the checklist hadn't been returned.

After the majority of the checklists were returned, interviews were held with one non-respondent and three respondents in each of the

four occupations. The non-respondents were contacted in order to determine differences, if any, between respondents and non-respondents to the study. Observation of the non-respondents at work and discussion with them did not reveal any differences between the tasks done on their job and those done by the respondents. The reasons given for not responding to the study were "too busy" and "I forgot". Three respondents in each occupation were contacted again in order to have their personal comments about their jobs and to verify and amplify their responses to the checklists. Observation (although of a limited time) of the respondents at their jobs and discussion with them indicated that they had responded accurately to the checklists.

Replies were received from 250 of the invited sample saying that they had no such person employed in their establishment. The total final invited sample, therefore, was 607. A total of 254 completed checklists were received but 20 of these were too late to be included in the analysis for the study. The number of returned checklists for each occupation is given in the following table. The response to this study based on the final invited sample and total returned checklists was approximately 42%.

Invited Sample and Response by Occupation

	Assistant Interior Designer	Floor Mechanic	Upholsterer	Drapery Maker	Total for Study
Number of check-lists mailed	183	339	143	192	857
Replies of none employed	63	100	27	60	250
Final invited sample	120	239	116	132	607
Accepting sample including:	48	103	49	54	254
Late checklists	5	7	3	5	20
Incomplete checklists	2	9	4	2	17
Data producing sample	41	87	42	47	217
Per cent response	40%	43%	42%	40%	42%

Analysis of Data

The returned checklists were inspected for missing data. If more than seven items on a task checklist were incomplete, the checklist was taken out of the study. Seven was chosen as the cutoff since this number is approximately 10% or less of the total tasks on the checklists. Seventeen checklists were discarded for this reason. Hence, usable checklists analyzed for this study totaled 217 in the four occupations. The number analyzed in each occupation was: assistant interior designer 41, floor mechanic 87, upholsterer 42, and drapery maker 47.

These checklists were hand coded for transfer to IBM cards. At this point, the responses on the five point scale were coded as 0, I never do this task; 1, I do this task once a year; 2, I do this task once a month; 3, I do this task once a week; and 4, I do this task daily.

A frequency count was calculated for the personal descriptive data questionnaire answers in each of the four occupations. This information which indicates the general characteristics of the participants is shown in Appendix C. Answers to the questions concerning the size of the business and the number of employees in the occupation were so varied or incomplete that they were inconclusive and therefore were not tabulated. The responses to the question concerning name of occupation or job title were quite varied and are summarized in Appendix D. Some of the participants did not complete this question.

A 26x26 within group correlation matrix was computed for each of the four occupations based on the 26 tasks which appeared on all four checklists. These four matrices were pooled and the pooled within matrix was inspected to determine clusters of related tasks common to all four occupations. The criteria for the cluster formation of tasks common to the four occupations were: a) items correlated with one or more items at .45 or above, and b) items expressed similar job function.

The remaining tasks on each checklist were intercorrelated with every other task on their respective checklists. The matrices which were formed were also inspected in order to form clusters of related tasks, using the same criteria as above.

Since the final task clusters are to be used by educators for curriculum development, some tasks were added to clusters if their content was judged to be rationally related to the correlated items which formed the statistically devised clusters. This approach reduced the number of miscellaneous or non-clustered tasks.

The mean score for each cluster of tasks was calculated and the clusters were listed (in the tables) in descending order of mean scores since the higher mean score indicates a set of tasks done more frequently. Within the clusters, the tasks were also arranged in descending order based on mean scores for the same reason. The standard deviation was used only if mean scores were identical and the items with the smaller standard deviation were then listed first.

TASK CLUSTERS BY INDIVIDUAL OCCUPATIONS

Assistant Interior Designers

Based on the responses to the task checklists for this occupation, eight clusters were formed. The clusters of related tasks were named according to the job function which they expressed. One cluster, routine business operations, was formed from items which were not related on the intercorrelation matrix but were tasks which seemed to express similar job functions. There were a total of eight tasks which were not included in any cluster and these were labeled miscellaneous.

In the following table the task clusters are arrayed in descending order based on their overall mean frequency scores. The mean frequency scores for the clusters ranged from 2.48 for routine clerical tasks to 0.47 for the promotional activities tasks. The tasks within each cluster are also listed in descending order of mean frequency scores with the exception of the display cluster tasks. In this cluster, tasks were rearranged in the order or sequence of their performance on the job. This was done to make the table more useful for curriculum development. In the following table, rate of performance is indicated for each task. The performance rate is designated by letters which represent a range of mean frequency scores for the tasks. An A is used to indicate a task with a mean frequency score above 3.0; B indicates a task with a mean frequency score between 2.0 - 2.9; C indicates a task with a mean frequency score between 1.0 - 1.9; and D indicates a task with a mean frequency score of 0.9 or less. Since the coded response pattern was such that a 3.0 was marked if the task was performed at least once a week, all items with a mean frequency above 3.0 were interpreted as being tasks performed several times a

week and were indicated by A. Similarly, since a 2.0 indicates a task performed at least once a month and a 1.0 at least once a year, a B suggests tasks that are performed several times a month; a C several times a year; and a D less than once a year. The exact mean frequency scores are given in Appendix E.

Inspection of the table shows that the assistant interior designers are most often involved in clerical and maintenance tasks and least often involved in display and promotional activities tasks. According to the table, design tasks are not performed as often as tasks concerning maintenance and housekeeping duties.

TASKS PERFORMED BY ASSISTANT INTERIOR DESIGNERS ARRANGED IN CLUSTERS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
A. Routine Clerical	
Answer telephone, take messages, answer questions	A
Do filing and routine office work	B
Record, mark, and code new merchandise	B
Pack and unpack merchandise	B
Record and process mail orders	C
Type invoices (bills)	C
B. General Maintenance	
Keep display room clean and orderly	A
Straighten catalogs	A
Store supplies and equipment in appropriate places	B
Keep sample file up to date	B
Organize and file samples	B
Assist in displays and window arrangements - both inside and outside of the store	C
Keep workroom clean and orderly	C
Keep storage room clean and orderly	C
Keep display windows clean and orderly	C
C. Advanced Clerical	
Keep customer records of sales and service	B
Estimate cost for simple projects	B
Handle customer complaints	B
Inspect merchandise for damage, both when received and when shipped	B
Order supplies and equipment; type purchase orders	B
See salesmen (wholesale) who come to show new lines	B
Take inventory	C

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; and D a task which is performed less than once a year.

ASSISTANT INTERIOR DESIGNER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
D. Housekeeping	
Straighten drapery and upholstery samples	A
Straighten wallpaper samples	B
Straighten magazines, clean ash trays, dust, vacuum carpets	B
Polish furniture	C
E. Routine Business Operations	
Open mail, direct to proper persons	B
Send for new catalogs, price lists	C
Mark price tags for sale items	C
Keep financial records, do simple bookkeeping	C
Purchase items for projects	C
Do reproduction, mimeo	D
Record loans of supplies, merchandise, to other departments in store	D
F. Design	
Choose coordinating fabric, paint, and other samples	B
Take on-site measurements	B
Accompany interior designer on visits to client's home	C
Sketch floor plans	C
Draft floor plans and layouts	C
Render floor plans and layouts with furniture arrangement	C
Make progress reports concerning the work at the site to the interior designer	C
Cut samples for designer file	D
Take before and after photographs of job sites	D

ASSISTANT INTERIOR DESIGNER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
G. Display	
Consult with management concerning display budget	D
Design and sketch displays	D
Gather necessary merchandise from various departments for display	C
Collect necessary equipment for setting up displays; such as ladder, staplers	C
Assist in planning and moving furniture for store displays	C
Make background pieces and signs for displays	D
Press fabrics for displays	D
Arrange lighting for displays	D
Hang interior store decorations for seasonal promotions	D
Dismantle displays	C
Return merchandise and supplies after display is dismantled	C
H. Promotional Activities	
Place ads; proof read ads	D
Write copy for ads or display signs	D
Give promotional talks	D
Develop promotional brochures	D
I. Miscellaneous (non-clustered) Tasks	
Read own and competitor's ads	B
Run errands for person in charge	B
Check to be sure safety laws and rules are observed in store and display areas	C
Train and/or supervise display helpers, aides or clerks	D
Attend shows of merchandise, display supplies, equipment and/or fixtures	D
Install hardware and hang draperies in home	D
Fill out cards for bridal registry	D
Arrange bridal table settings	D

Additional Tasks Mentioned by Assistant Interior Designers

Suggested Tasks Arranged in Clusters
1. Sales Tasks
Handle walk-in customers
Estimate price for draperies
Write work orders
Make office calls to potential customers
Take customers to see carpet and tile samples
Accompany salespersons on visits to client for consultation
Sell Furniture
2. Design Tasks
Make up presentations and estimate cost for potential customers
Develop files on suppliers and their stock
Make floral arrangements for clients and store
Arrange accessories in shop
3. Job Site Tasks
Accompany customers to view completed jobs
Accompany drapery makers and/or drapery installers or floor mechanics to work site to correct problems

Floor Mechanics

Six clusters of related tasks were formed based on the responses to the checklists for this occupation. There were also 14 miscellaneous tasks which were not included in any of the clusters.

In the following table, the task clusters are arrayed in descending order based on their overall mean frequency scores. In all but one cluster, the tasks within the clusters are also listed in descending order of mean frequency scores. The cluster of installation tasks was rearranged, in the sequence of performance of the tasks, in order to be more useful. The rate of performance for each task is indicated in the following table. The performance rate is designated by letters which represent a range of mean frequency scores for the tasks. An A is used to indicate a task with a mean frequency score above 3.0; B indicates a task with a mean frequency score between 2.0 - 2.9; C indicates a task with a mean frequency score between 1.0 - 1.9; and D indicates a task with a mean frequency score of 0.9 or less. Since the coded response pattern was such that a 3.0 was marked if the task was performed at least once a week, all items with a mean frequency above 3.0 were interpreted as being tasks performed several times a week and were indicated by A. Similarly, since a 2.0 indicates a task performed at least once a month and 1.0 one that is done at least once a year, a B suggests tasks that are performed several times a month; a C several times a year; and a D less than once a year. The exact mean frequency scores are given for the tasks in this occupation in Appendix E.

The cluster of tasks labeled installation was the most frequently done (mean frequency score of 2.45) while furniture-related activities were seldom done (mean frequency score of 0.48) by floor mechanics. Some clerical and sales tasks were also done often by this occupational group.

TASKS PERFORMED BY FLOOR MECHANICS ARRANGED IN CLUSTERS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
A. Installation	
Read and interpret order forms	B
Sharpen and keep tools in good condition	A
Load, unload, and move merchandise and/or floor coverings from store to client's home	A
Drive pick-up truck to and from jobs	A
Move furniture at client's home before installing floor coverings	B
Remove old floor coverings	B
Prepare floor before installation of floor coverings	A
Install wall to wall carpet	A
Install linoleum	B
Install area carpet	B
Install floor tiles	C
Install ceramic tiles for walls or floors	C
Inspect floor covering after it is installed in the home	A
Vacuum newly laid carpet	C
Scrub newly laid floor coverings such as tile, linoleum	D
B. Advanced Clerical	
Inspect merchandise for damage, both when received and when shipped	B
Handle customer complaints	B
Keep customer records of sales and service	B
Estimate cost for simple projects	B
Order supplies and equipment; type purchase orders	B
See salesmen (wholesale) who come to show new lines	C
Take inventory	D

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; and D a task which is performed less than once a year.

FLOOR MECHANIC TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
C. Sales	
Estimate amount of floor covering needed	A
Take measurements at client's home	B
Sketch floor plans to indicate manner in which floor covering will be laid	B
Show samples to customers in their homes	C
Show samples to customers in store	C
Straighten floor covering samples	C
Attend educational programs or short courses to keep up to date with changes in my field	C
Mark price tags for sale merchandise	D
D. General Maintenance	
Store supplies and equipment in appropriate places	B
Keep workroom clean and orderly	B
Keep storage room clean and orderly	B
Keep display room clean and orderly	C
Straighten catalogs	C
Keep sample file up to date	C
Keep display windows clean and orderly	C
Organize and file samples	C
Assist in displays and window arrangements - both inside and outside of the store	C
E. Routine Clerical	
Answer telephone, take messages, answer questions	A
Pack and unpack merchandise	B
Do filing and routine office work	C
Record, mark, and code new merchandise	C
Type invoices (bills)	C
Record and process mail orders	D

FLOOR MECHANIC TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
F. Furniture - Related Activities	
Inspect furniture before delivery to the customer	D
Reject furniture that doesn't pass inspection and route it to the repair department or factory	D
Touch up scratches, repair upholstery, and clean surfaces of used furniture	D
Appraise customer's used furniture to determine trade-in value	D
G. Miscellaneous (non-clustered) Tasks	
Check to be sure safety laws and rules are observed in store areas and displays	B
Read own and competitor's ads	B
Train and/or supervise display helpers, aides or clerks	B
Repair carpets (burns, worn spots, etc.)	B
Consult with Interior Designer about details of a job	B
Keep financial records, do simple bookkeeping	C
Run errands for person in charge	C
Send for new catalogs and price lists	C
Attend shows of merchandise, display supplies, equipment and/or fixtures	D
Install hardware and hang draperies in homes	D
Give promotional talks	D
Develop promotional brochures	D
Record loans of merchandise to other departments in the store	D
Refinish wood floors	D

Additional Tasks Mentioned by Floor Mechanics

Suggested Tasks Arranged in Clusters
1. Installation Tasks
Install underlayment such as plywood or masonite (sub-floor)
Install countertop materials such as formica, laminated plastic
Install wall casings
Install carpeting on walls, kitchen carpet, outdoor carpet, and/or astro-turf
Lay wood floors, plastic tile, quarry tile, slate, and/or marble
Install plaster board, lighting fixtures
Install and hang draperies, shades, pictures, mirrors, and/or venetian blinds
Remove and re-install doors such as for closets
2. Construction Tasks
Build cabinets, breakfast nooks, and/or bars
3. Sales Tasks
Collect overdue bills
Determine bids for large commercial jobs
4. Miscellaneous Tasks
Sew fringe on rugs
Sew binding on rugs
Clean carpets
Care and maintain truck
Deliver furniture

Upholsterers

Seven clusters of related tasks were identified from the responses made to the checklists for this occupation, while ten tasks were not highly related to any other tasks and were labeled as miscellaneous or non-clustered tasks. The clusters for this occupation are shown in the following table and they are listed in descending order based on their overall mean frequency scores. The mean frequency scores were high as shown by the range from 3.04 for the recovering cluster to 1.23 for the woodworking task cluster.

The tasks within the clusters titled recovering, construction, sales, and woodworking are listed according to the sequence or order or performance of tasks on the job. The remaining clusters have the tasks arrayed in descending order of their mean frequency scores. The rate of performance for each task in this occupation is indicated in the following table. The performance rate is designated by letters which represent a range of mean frequency scores for the tasks. An A is used to indicate a task which has a mean frequency score of 3.0 or higher; B indicates a task with a mean frequency score between 2.0 - 2.9; C indicates a task with a mean frequency score between 1.0 - 1.9; and D indicates a task with a mean frequency score of 0.9 or less. Since the coded response pattern was such that a 3.0 was marked if the task was performed at least once a week, all items with a mean frequency above 3.0 were interpreted as being tasks performed several times a week and were identified by A. Similarly, since a 2.0 indicates a task performed at least once a month and a 1.0 at least once a year, a B suggests tasks that are performed several times a month; a C several

times a year; and a D less than once a year. The exact mean frequency scores for the tasks for this occupation are shown in Appendix E.

Because the construction cluster had 24 tasks, it was divided into two sections. Tasks related to furniture coverings form the first, and tasks related to pillow and cusion coverings form the other section. This was done to make the table easier to use.

Inspection of the following table reveals that recovering and construction tasks are performed frequently by upholsterers. Clerical tasks and tasks involving woodworking are the ones performed least often by this occupation.

TASKS PERFORMED BY UPHOLSTERERS ARRANGED IN CLUSTERS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
A. Recovering	
Strip old coverings off furniture	A
Reglue joints in furniture	A
Replace cracked or broken pieces in furniture	B
Replace straps under cusions and springs	A
Retie springs in cushion	B
Attach upholstery fabric to furniture	A
Cover buttons	A
Attach buttons to furniture	A
Inspect finished upholstery for accuracy	A
Inspect furniture before deliver to customer	A
Use an air/electric stapler	B
Use power drill	B
Use air/electric chisel	D
B. Construction	
1. Furniture Coverings	
Select and coordinate fabric and thread	A
Select trim	A
Determine cutting lines by pinning and marking fabric	B
Cut new upholstery pieces from old ones	B
Cut fabric to size and shape of furniture	A
Pin cut pieces together	B
Join upholstery pieces on sewing maching	A
Use power sewing machine to do stitching	A
Measure width and distance between pleats for slipcovers and upholstery	B
Fold pleats for slipcovers or upholstery	B
Stitch pleats on slipcovers or upholstery	B
Stitch piping and welt to seam by machine	A
Attach trimming by hand or machine	A

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; and D a task which is performed less than once a year.

UPHOLSTERER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
1. Furniture Coverings (con't)	
Position and sew zipper or tape with fasteners for slipcovers or upholstery	B
Hand sew knots to prevent raveling	B
Hand sew ornaments	C
Clean sewing machine	B
Select and install holding devices for sewing machine	C
2. Pillow and Cushion Coverings	
Cut new foam cushions into right shapes	A
Sew piping for cushion edging, trimming	A
Put zippers into cushions	B
Use cushion stuffer machine	B
Use cushion closer machine	D
Do necessary hand sewing to close cushions	A
C. Sales	
Examine broken or damaged furniture to determine extent of repairs required	A
Show samples to customers in store	B
Show samples to customers in their homes	B
Advise customers on color and type of fabric to use for upholstery	B
Estimate yardage needed for upholstering a piece of furniture	A
Measure and estimate yardage for pillows, cushions, or bolsters	B
Compute cost of fabric from measurements, work specifications, and type of fabric	B
Itemize cost of labor in making and attaching upholstery	B
Record on sales check or contract total price of upholstery job	B
Estimate and quote price of making and installing slipcovers	D
Read and interpret order forms	B
Load, unload, and move merchandise to and from customer's home	A
Straighten drapery and upholstery samples	B
Appraise customer's used furniture to determine trade-in allowance	D

UPHOLSTERER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
D. General Maintenance	
Keep workroom clean and orderly	A
Store supplies and equipment in appropriate places	A
Keep storage room clean and orderly	B
Keep display room clean and orderly	B
Straighten catalogs	B
Keep sample file up to date	C
Organize and file samples	C
Keep display windows clean and orderly	C
Assist in displays and window arrangements-both inside and outside of the store	D
E. Routine Clerical	
Answer telephone, take messages, answer questions	A
Pack and unpack merchandise	A
Do filing and routine office work	B
Record and process mail orders	B
Type invoices (bills)	C
Record, mark, and code new merchandise	C
F. Advanced Clerical	
Inspect merchandise for damage, both when received and when shipped	A
Estimate cost for simple projects	B
Keep customer records of sales and service	B
Order supplies and equipment; type purchase orders	B
Handle customer complaints	B
See salesmen (wholesale) who come to show new lines	C
Take inventory	D

UPHOLSTERER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
G. Woodworking	
Strip wood of finishes	B
Sand wooden parts of furniture	B
Stain/varnish/oil/paint furniture to customer's specifications	B
H. Miscellaneous (non-clustered) Tasks	
Touch up scratches, repair upholstery, and clean surfaces of used furniture	A
Polish furniture	B
Check to be sure safety laws and rules are observed in store areas and displays	B
Read own and competitor's ads	C
Run errands for person in charge	C
Allocate/assign work to others in workroom	C
Train and/or supervise display helpers, aides or clerks	C
Record amount of time needed for various workroom assignments	C
Attend shows of merchandise, display supplies, equipment and/or fixtures	D
Shampoo upholstery fabric	D

Additional Tasks Mentioned by Upholsterers

Suggested Tasks Arranged in Clusters
1. Recovering Tasks
Recover office chairs, kitchen chairs, stools, and/or booths
Restore antiques including refinishing of wood
2. Miscellaneous Tasks
Caning for chairs and other items
Build new furniture - frame (and then cover)
Unpack and assemble new furniture

Drapery Makers

For this occupation, six clusters of related tasks were formed from the responses made to the checklists. Nine tasks which were not related to any of the other tasks on the checklists are listed as miscellaneous on the following table.

Task clusters are arrayed (see following table) in descending order of mean frequency scores, and within the clusters, individual tasks are also shown in descending order of their mean frequency scores, with the exception of the construction and sales clusters. The tasks in these two clusters were rearranged within the group according to their sequence of performance on the job. The rate of performance for each task in this occupation is also designated on the following table by use of letters. The letters represent a range of mean frequency scores for the tasks. An A is used to indicate a task with a mean frequency score above 3.0; B indicates a task with a mean frequency score between 2.0 - 2.9; C indicates a task with a mean frequency score between 1.0 - 1.9; and D indicates a task with a mean frequency score of 0.9 or less. Since the coded response pattern was such that a 3.0 was marked if the task was performed at least once a week, all items with a mean frequency score above 3.0 were interpreted as being performed several times a week and were indicated with an A. Similarly, since a 2.0 indicates a task performed at least once a month and a 1.0 a task performed at least once a year, a B suggests tasks that are performed several times a month; a C several times a year; and a D less than once a year. The exact mean frequency scores for the tasks done by drapery makers are listed in Appendix E.

The construction cluster, which included 35 tasks, was divided into two parts to make the table easier to use. The first part includes those tasks related to construction of drapery and window coverings, while the second part includes tasks involved in the construction of slipcovers, pillows, cushions, bolsters, and bedspreads. A comparison of the rate of performance of the tasks in each section of this cluster reveals that tasks related to construction of drapery and window coverings are done more often by drapery makers than are the tasks related to the construction of slipcovers, pillows, etc.

The group of tasks which was done most frequently by this occupation was the workroom supervision cluster with a mean frequency score of 1.67. Sales tasks were done least often by this occupation and had a mean frequency score of only 1.25.

TASKS PERFORMED BY DRAPERY MAKERS ARRANGED IN CLUSTERS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
A. Workroom Supervision	
Replenish drapery workroom tables with thread, needles, scissors, and measuring guides	B
Allocate/assign work to others in workroom	C
Record amount of time needed for various workroom assignments	D
B. Advanced Clerical	
Inspect merchandise for damage both when received and when shipped	B
Keep customer records of sales and service	C
Estimate cost for simple projects	C
Order supplies and equipment; type purchase orders	C
Handle customer complaints	C
See salesmen (wholesale) who come to show new lines	D
Take inventory	D
C. General Maintenance	
Keep workroom clean and orderly	A
Store supplies and equipment in appropriate places	A
Keep storage room clean and orderly	C
Keep display room clean and orderly	C
Organize and file samples	C
Straighten catalogs	C
Keep sample file up to date	D
Assist in displays and window arrangements - both inside and outside of the store	D
Keep display windows clean and orderly	D

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; and D a task which is performed less than once a year.

DRAPERY MAKER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
D. Routine Clerical	
Answer telephone, take messages, answer questions	A
Pack and unpack merchandise	C
Do filing and routine office work	C
Record, mark, and code new merchandise	C
Type invoices (bills)	D
Record and process mail orders	D
E. Construction	
1. Drapery and Window Coverings	
Select and coordinate fabric, lining, facings, and thread	B
Select trim	C
Cut drapery in lengths	A
Fold and crease drapery hems and sides	A
Stitch drapery lengths, sides, hems	A
Use power machine to do stitching	A
Attach lining to drapery	A
Insert crinoline at top of drapery	A
Pin off drapery pleats	A
Break and tack drapery pleats	A
Use tacking machine	C
Attach trimming by hand or machine	C
Press drapery	A
Insert hooks in completed drapery	B
Inspect finished drapery for accuracy	A
Fold and store drapery	A
Clean sewing machine	B
Select and install holding devices for sewing machine	D
Hand sew ornaments	D
Repair and/or alter drapery or slipcovers	B
Do fagoting	D

DRAPERY MAKER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
2. Slipcovers, Pillows, Cushions, Bolsters, Bedspreads	
Measure, drape, and smooth fabric for slipcovers over sections of furniture	D
Determine cutting lines by pinning, or marking fabric for slipcovers	D
Pin cut pieces together for slipcovers	D
Join slipcover pieces on sewing machine	D
Stitch piping or welt to seam by machine	C
Measure width and distance between pleats for slipcovers	D
Fold pleats for slipcovers	D
Stitch pleats on slipcovers by machine	D
Position and sew zipper or tape with fasteners for slipcovers	D
Do necessary hand sewing to close cushions	D
Cover buttons	D
Attach buttons to cushions	D
Make tassels for window shades	D
Weave or knot yarn to make braid or fringe	D
F. Sales	
Straighten drapery and upholstery samples	C
Show samples to customers in store	C
Show samples to customers in their homes	D
Sketch draperies and cornices for clients	D
Take measurements at client's home for drapery	C
Estimate yardage needed for drapery	B
Measure and estimate yardage for pillows, and/or cushions, bolsters, bedspreads	C
Measure and estimate yardage for cornices	C
Measure and estimate yardage for window shades	D
Compute cost of fabric from measurements, work specifications, and type of fabric	C
Itemize cost of labor in making and installing household accessories	C
Record on sales check or contract total price of making and installing household accessories	D

DRAPERY MAKER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a]
F. Sales (con't.)	
Estimate price of making and installing slipcovers	D
Load, unload, and move merchandise to client's home	C
Give instructions for the installation of rods and other hardware for drapery	C
Install hardware and hang draperies in home	D
Inspect draperies after installation in home	C
G. Miscellaneous (non-clustered) Tasks	
Read and interpret order forms	B
Consult with Interior Designer about details of job	B
Read own and competitor's ads	C
Check to be sure safety laws and rules are observed in store areas and displays	C
Train and/or supervise display helpers, aides or clerks	C
Run errands for person in charge	C
Attend shows of merchandise, display supplies, equipment and/or fixtures	D
Tie ribbons into bows	D
Do hand embroidery	D

Additional Tasks Mentioned by Drapery Makers

Suggested Tasks Arranged in Clusters
1. Construction Tasks
Make quilted bedspreads
Construct laminated fabric shades, pouf or Roman shades, swags, valences, and/or jabots
Make pillows
Cover cornices
Upholster dining room chair seats (to match draperies)
2. Sales Tasks
Sell fabric
3. Miscellaneous Tasks
Teach drapery making classes arranged through the store

TASK CLUSTERS FOR THE FOUR OCCUPATIONS

In this section is presented a two-way matrix which lists the total tasks from all four occupations. In it task clusters are arrayed vertically, while the four occupations are arrayed horizontally. The task clusters in this table are not identical to those given in the previous section since some rearrangement of tasks was necessary for those tasks asked of more than one occupation. Inspection of the matrix shows not only if the task is performed by more than one occupation, but also indicates the frequency of task performance for each occupation.

Performance rate of tasks is designated by letters which represent a range of mean frequency scores for the tasks. An A indicates a task with a mean frequency score of 3.0 or above; B indicates a task with a mean frequency score between 2.0 - 2.9; C indicates a task with a mean frequency score between 1.0 - 1.9; and a D indicates a task with a mean frequency score of 0.9 or less. Since the coded response pattern was such that a 3.0 was marked if the task was performed at least once a week, all items with a mean frequency above 3.0 were interpreted as being tasks which are performed several times a week, and were indicated by A. Similarly, since a 2.0 indicates a task performed at least once a month, and 1.0 at least once a year, a B suggests that the task is performed several times a month; a C several times a year; and a D less than once a year. A . (dot) is the symbol used to indicate a task which was not on the checklist of a specific occupation.

Task clusters are listed in the table in descending order of mean frequency scores. Within the clusters, tasks are listed in

descending order of their overall mean frequency scores also. Therefore, the matrix is arranged so that clusters and tasks within clusters are in order from most common to all occupations to least common or unique to a specific occupation. They are also listed so as to indicate frequency of performance. The more frequently performed tasks are listed first while the following tasks would be progressively done less often.

Inspection of the matrix reveals certain characteristics when comparisons between the four occupations are made. Construction tasks are most often performed by upholsterers and drapery makers but routine business tasks are performed mainly by the assistant interior designers. The promotional activities tasks which were included on the checklists were seldom done by any of the respondents. Clerical tasks, both routine and advanced, were performed by all four occupations quite frequently. The general maintenance tasks which were done by all four occupations differed between the occupations in which tasks were done by the different employees. Sales tasks were also done by all four occupations but differed in frequency of performance by occupation.

TASKS PERFORMED IN HOUSING AND INTERIOR DESIGN RELATED OCCUPATIONS

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a] — Occupations			
	Ass't. Int. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
A. Advanced Clerical				
Inspect merchandise for damage, both when received and when shipped	B	B	A	B
Keep customer records of sales and service	B	B	B	C
Estimate cost for simple projects	B	B	B	C
Handle customer complaints	B	B	B	C
Order supplies and equipment; type purchase orders	B	B	B	C
See salesmen (wholesale) who come to show new lines	B	C	C	D
Take inventory	C	D	D	D
B. Routine Clerical				
Answer telephone, take messages, answer questions	A	A	A	A
Pack and unpack merchandise	B	B	A	C
Do filing and routine office work	B	C	B	C
Record, mark, and code new merchandise	B	C	C	C
Type invoices (bills)	C	C	C	D
Record and process mail orders	C	D	B	D

[a]An A indicates a task which is performed several times a week; B a task which is performed several times a month; C a task which is performed several times a year; D a task which is performed less than once a year; and . indicates a task not asked this occupation.

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a] — Occupations			
	Ass't. Int. Des.	Floor Mech.	Upholsterer	Drapery Maker
C. General Maintenance				
Store supplies and equipment in appropriate places	B	B	A	A
Keep workroom clean and orderly	C	B	A	A
Keep display room clean and orderly	A	C	B	C
Keep storage room clean and orderly	C	B	B	C
Straighten catalogs	A	C	B	C
Keep sample file up to date	B	C	C	D
Organize and file samples	B	C	C	C
Keep display windows clean and orderly	C	C	C	D
Assist in displays and window arrangements - both inside and outside of the store	C	C	D	D
D. Sales				
Estimate amount of material needed for the work to be done	.	A	A	B
Read and interpret order forms	.	B	B	B
Load, unload, and move merchandise or material to and/or from client's home	.	A	A	C
Inspect finished work	.	A	A	C
Straighten drapery or upholstery samples	A	.	B	C
Take measurements at client's home	B	B	.	C
Show samples to customers in store	.	C	B	C
Make sketches to indicate the work to be done	C	B	.	D
Show samples to customers in their homes	.	C	B	D
Install hardware and hang draperies in home	D	D	.	D
Compute cost of fabric from measurements, work specifications, and type of fabric	.	.	B	C

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a] — Occupations			
	Ass't. Int. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
D. Sales (con't.)				
Measure and estimate yardage for pillows, cushions, bolsters, and/or bedspreads	.	.	B	C
Itemize cost of labor for the job	.	.	B	C
Straighten wallpaper and/or floor covering samples	B	C	.	.
Record on sales check or contract total price for work to be done	.	.	B	D
Mark price tags for sale merchandise	C	D	.	.
Estimate price of making and installing slipcovers	.	.	D	D
Appraise customer's used furniture to determine trade-in allowance	.	D	D	.
Examine broken or damaged furniture to determine extent of repairs needed	.	.	A	.
Advise customers on color and type of fabric to use for upholstery	.	.	B	.
Measure and estimate yardage for cornices	.	.	.	C
Give instructions for the installation of rods and other hardware for draperies	.	.	.	C
Attend educational programs or short courses to keep up to date with changes in my field	.	C	.	.
Measure and estimate yard-age for window shades	.	.	.	D

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a] — Occupations			
	Ass't. Int. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
E. Construction				
Use power sewing machine to do stitching	.	.	A	A
Select and coordinate fabric, thread, and/or linings, facings	.	.	A	B
Clean sewing machine	.	.	B	B
Attach trimming by hand or machine	.	.	A	C
Select trim	.	.	A	C
Repair and/or alter items	.	B	.	B
Do necessary hand sewing to close cushions	.	.	A	D
Cover buttons	.	.	A	D
Stitch piping and welt to seam by machine	.	.	A	C
Attach buttons to furniture	.	.	A	D
Join upholstery and/or slipcover pieces on sewing machine	.	.	A	D
Measure width and distance between pleats for slip-covers and/or upholstery	.	.	B	D
Fold pleats for slipcovers or upholstery	.	.	B	D
Determine cutting lines by pinning and marking fabric	.	.	B	D
Stitch pleats on slipcovers or upholstery	.	.	B	D
Position and sew zipper or tape with fasteners for slipcovers or upholstery	.	.	B	D
Hand sew ornaments	.	.	C	D
Pin cut pieces together	.	.	B	D
Select and install holding device for sewing machine	.	.	C	D
Cut fabric to size and shape of furniture	.	.	A	.
Stitch drapery lengths, sides, hems	.	.	.	A
Press drapery	.	.	.	A
Fold and store drapery	.	.	.	A
Inspect finished drapery for accuracy	.	.	.	A

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a] — Occupations			
	Ass't. Int. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
E. Construction (con't.)				
Fold and crease drapery hems and sides	.	.	.	A
Break and tack drapery pleats	.	.	.	A
Pin off drapery pleats	.	.	.	A
Insert crinoline at top of drapery	.	.	.	A
Attach lining to drapery	.	.	.	A
Sew piping for cushion edging, trimming	.	.	A	.
Cut drapery lengths	.	.	.	A
Cut new foam cushions	.	.	A	.
Cut new upholstery pieces from old ones	.	.	B	.
Insert hooks in completed drapery	.	.	.	B
Use cushion stuffer machine	.	.	B	.
Hand sew knots to prevent raveling	.	.	B	.
Put zippers into cushions	.	.	B	.
Use tacking machine	.	.	.	C
Use cushion closer machine	.	.	D	.
Measure, drape, and smooth fabric for slipcovers over section of furniture	.	.	.	D
Make tassels for window shades	.	.	.	D
Do fagoting	.	.	.	D
Weave or knot yarn to make fringe or braids	.	.	.	D
F. Routine Business Operations				
Keep financial records, do simple bookeeping	C	C	.	.
Send for new catalogs and price iists	C	D	.	.
Record loans of merchandise to other departments in the store	D	D	.	.
Open mail; direct to proper persons	B	.	.	.
Purchase items for projects	C	.	.	.
Do reproduction, mimeo	D	.	.	.

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a] — Occupations			
	Ass't. Int. Des.	Floor Mech.	Upholsterer	Drapery Maker
G. Promotional Activities				
Give promotional talks	D	D	.	.
Develop promotional brochures	D	D	.	.
Place ads; proof read ads	D	.	.	.
Write copy for ads or display signs	D	.	.	.
H. Workroom Supervision				
Allocate/assign work to others in workroom	.	.	C	C
Record amount of time needed for various workroom assignments	.	.	C	D
Replenish drapery work tables with thread, needles, scissors, and measuring guides	.	.	.	B
I. Furniture - Related Activities				
Touch up scratches, repair upholstery and clean surfaces of used furniture	.	D	A	.
Inspect furniture before delivery to the customer	.	D	.	.
Reject furniture that doesn't pass inspection and route it to the repair department or factory	.	D	.	.
J. Housekeeping				
Polish furniture	C	.	B	.
Straighten magazines, clean ash trays, dust, vacuum carpet	B	.	.	.

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a] — Occupations: Ass't. Int. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
K. Design				
Choose coordinating fabric, paint, and other samples	B	.	.	.
Accompany interior designer on visits to client's home	C	.	.	.
Draft floor plans and layouts	C	.	.	.
Render floor plans and layouts with furniture arrangement	C	.	.	.
Make progress reports concerning the work at the site to the interior designer	C	.	.	.
Cut samples for designer files	D	.	.	.
Take before and after photographs of job site	D	.	.	.
L. Display				
Gather necessary merchandise from various departments for displays	C	.	.	.
Assist in planning and moving furniture for store displays	C	.	.	.
Dismantle displays	C	.	.	.
Return merchandise/supplies after display is dismantled	C	.	.	.
Collect necessary equipment for setting up displays; such as ladders, staplers	C	.	.	.
Hang interior store decorations for seasonal promotions	D	.	.	.
Design and sketch displays	D	.	.	.
Make background pieces and signs for displays	D	.	.	.
Press fabrics for displays	D	.	.	.
Arrange lighting for displays	D	.	.	.
Consult with management concerning display budget	D	.	.	.

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a] — Occupations			
	Ass't. Int. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
M. Installation				
Sharpen and keep tools in good condition	.	A	.	.
Drive pick-up truck to and from jobs	.	A	.	.
Install wall to wall carpet	.	A	.	.
Prepare floor before installation of floor coverings	.	A	.	.
Move furniture at client's home before installing floor covering	.	B	.	.
Remove old floor coverings	.	B	.	.
Install linoleum	.	B	.	.
Install area carpets	.	B	.	.
Install floor tiles	.	C	.	.
Vacuum newly laid carpet	.	C	.	.
Install ceramic tiles for walls or floors	.	C	.	.
Scrub newly laid floor coverings such as tile, linoleum	.	D	.	.
N. Recovering				
Attach upholstery fabric to furniture	.	.	A	.
Strip old coverings off furniture	.	.	A	.
Inspect finished upholstery for accuracy	.	.	A	.
Reglue joints of furniture	.	.	A	.
Replace straps under cushions and springs	.	.	A	.
Use air/electric stapler	.	.	B	.
Use power drill	.	.	B	.
Retie springs in cushions	.	.	B	.
Replace cracked and broken pieces on furniture	.	.	B	.
Use air/electric chisel	.	.	D	.
O. Woodworking				
Stain/varnish/oil/paint furniture to customer's specifications	.	.	C	.
Sand wooden parts of furniture	.	.	C	.
Strip wood of finishes	.	.	C	.

Task Clusters (arranged in descending order of mean frequency scores)	Performance Rate of Tasks[a] — Occupations			
	Ass't, Int. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
P. Miscellaneous (non-clustered) Tasks				
Consult with Interior Designer about details of a job	.	B	.	B
Fill out cards of bridal registry	D	.	.	.
Arrange bridal table settings	D	.	.	.
Refinish wood floors	.	D	.	.
Shampoo upholstery fabric	.	.	D	.
Tie ribbons into bows	.	.	.	D
Do hand embroidery	.	.	.	D

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APPENDIX A: RESOURCE PERSONNEL

Many of the persons in the Career Education Division, of the Iowa Department of Public Instruction, were consulted for this research. Also many other educators in Iowa were contacted informally concerning this project. The following persons were specifically asked to review the checklists at various stages of development. Their many helpful suggestions were greatly appreciated.

Mr. Clair Watson; Head Applied Art Department, Iowa State University.

Mr. John Dawn; Associate Professor of Applied Art, Iowa State University.

Ms. Janet Navin; Professor of Applied Art, Iowa State University.

Ms. Eleanor Torvik; Instructor of Interior Design, Northeast Iowa Vocational-Technical School, Calmar.

Ms. Lois Crowley; Teacher-Coordinator in Food Service, Waterloo.

Mr. Bob Lovejoy and Ms. Laura Fischer; Instructors of Interior Design, Hawkeye Institute of Technology, Waterloo.

Ms. Ruth Buck; Vocational Home Economics Instructor, Newton.

APPENDIX B: TASK CHECKLISTS AND INSTRUCTION SHEET

TASKS IN HOME FURNISHINGS RELATED OCCUPATIONS

Instruction Sheet

The Home Economics Education Department at Iowa State University in cooperation with the Iowa Department of Public Instruction is conducting a state-wide study to determine the tasks performed by employees in home furnishings related occupations. We have identified some tasks in this area but need your help in clarifying the tasks performed in your particular occupation.

The questionnaire consists of two parts. The first part concerns information about yourself to help us determine the characteristics of people involved in these occupations. Please fill in the blanks completely. It is very important that blanks not be left empty. The information will, of course, remain confidential.

The second part of the questionnaire is in the form of a check list. This list includes many tasks which might be part of your job. The list also includes tasks which you may never do. Please read each item very carefully before checking the appropriate column.

(1) Check column 1 if the task is one which you would never do in your job.

(2) Check column 2 if the task is one which you might do at least once a year in your job.

(3) Check column 3 if the task is one which you would do at least once a month in your job.

(4) Check column 4 if the task is one which you would do at least once a week in your job.

(5) Check column 5 if the task is one which you would do every day in your job.

It is important that you check every item on the list. At the end of the checklist space is provided in which you may list tasks that are a part of your job which we may have omitted in our list; also indicate how often you do these tasks. It is very important to the study that each person identify the tasks he performs that we may have omitted.

If you have any questions please call collect 515-294-4757 on Monday or Wednesday between 11:00-12:00 A.M.

Thank you for your time--your cooperation is appreciated.

INFORMATION SHEET

1. Name_____

2. Where employed (business or home)_____

3. Business address_____

4. Type of business_____

5. Size of business - total number of employees_____

6. Your occupation or job title_____

7. Number of employees in your occupation_____

8. Total length of time employed in this occupation_____

9. Age_____ Sex_____

10. Highest grade completed in school (please circle)

6 7 8 9 10 11 12 13 14 15 16

elementary high school college

11. Additional schooling or training (please check)

_____none
_____trade school
_____area college
_____adult education classes
_____other (list)_____

12. On the job training (please check)

_____none
_____short course provided by business
_____observation of another employee in the same occupation
_____instruction in tasks and duties by manager or person in charge
_____other (list)_____

13. Length of training checked in #12 above_____

Can you help us identify others in your community who are working in any of these home furnishings related occupations: Assistant Interior Designer, Drapery Maker, Upholsterer, or Floor Mechanic? Many of these people are hard to locate in the telephone directory since they may work in small shops or their home or may have recently started a new business. It is necessary for our study to locate as many in each area as possible. If you know of anyone in your community other than those in the telephone directory, please list their names and addresses on the back of this page and return with the questionnaire.

ASSISTANT DESIGNER/DECORATOR

Tasks for Home Furnishings Related Occupations
CHECK LIST

TASKS	I DO THIS TASK				
	never 1	once a year 2	once a month 3	once a week 4	daily 5
1. Answer telephone, take messages, answer questions					
2. Do filing and routine office work					
3. Open mail; direct to proper persons					
4. Record and process mail orders					
5. Type invoices (bills)					
6. Order supplies and equipment; type purchase orders					
7. Keep customer records of sales and services					
8. Place ads; proof-read ads					
9. Record, mark and code new merchandise					
10. Take inventory					
11. Mark price tags for sale items					
12. Run errands for person in charge					
13. Keep financial records, do simple bookkeeping					
14. Do reproduction, mimeo					
15. Send for new catalogs and price lists					
16. Record loans of supplies, merchandise to other departments in the store					
17. Handle customer complaints					
18. See salesmen (wholesale) who come to show new lines					
19. Keep display room clean and orderly					
20. Keep storage room clean and orderly					
21. Keep workroom clean and orderly					
22. Store supplies and equipment in appropriate places					
23. Polish furniture					
24. Straighten magazines, clean ash trays, dust, vacuum carpet					
25. Keep display windows clean and orderly					
26. Straighten wallpaper samples					

	I DO THIS TASK				
	never 1	once a year 2	once a month 3	once a week 4	daily 5
27. Straighten drapery and upholstery samples					
28. Straighten catalogs					
29. Keep sample file up to date					
30. Cut samples for designer files					
31. Organize and file samples					
32. Pack and unpack merchandise					
33. Inspect merchandise for damage, both when received and when shipped					
34. Assist in displays and window arrangements- inside and outside of the store					
35. Gather necessary merchandise from various departments for displays					
36. Return same after display is dismantled					
37. Dismantle displays					
38. Hang interior store decorations for seasonal promotions					
39. Assist in planning and moving furniture for store displays					
40. Make background pieces and signs for displays					
41. Press fabrics for displays					
42. Collect necessary equipment for setting up displays; such as ladders, staplers					
43. Consult with management concerning display budget					
44. Arrange lighting for displays					
45. Write copy for ads or display signs					
46. Accompany interior designer on visits to client's home					
47. Draft floor plans and layouts					
48. Sketch floor plans					
49. Render floor plans and layouts with furniture arrangement					
50. Design and sketch displays					

	I DO THIS TASK				
	never 1	once a year 2	once a month 3	once a week 4	daily 5
51. Take on-site measurements					
52. Take before and after photographs of job site					
53. Choose coordinating fabric, paint, and other samples					
54. Estimate cost for simple projects					
55. Purchase items for projects					
56. Make progress reports concerning the work at the site to the interior designer					
57. Give promotional talks					
58. Develop promotional brochures					
59. Arrange bridal table settings					
60. Fill out cards for bridal registery					
61. Train and/or supervise display helpers, aides, or clerks					
62. Attend shows of merchandise, display supplies, equipment, and/or fixtures					
63. Install hardware and hang draperies in home					
64. Read own and competitor's ads					
65. Check to be sure safety laws and rules are observed in store areas and displays					

Please list any other tasks you do:

FLOOR MECHANIC

Tasks for Home Furnishings Related Occupations
CHECK LIST

TASKS	I DO THIS TASK				
	never 1	once a year 2	once a month 3	once a week 4	daily 5
1. Answer telephone, take messages, answer questions					
2. Do filing and routine office work					
3. Read and interpret order forms					
4. Record and process mail orders					
5. Type invoices (bills)					
6. Order supplies and equipment					
7. Keep customer records of sales and services					
8. Consult with Interior Designer about details of a job					
9. Record, mark, and code new merchandise					
10. Take inventory					
11. Mark price tags for sale merchandise					
12. Run errands for person in charge					
13. Keep financial records, do simple bookeeping					
14. Drive pick-up or truck to and from jobs					
15. Send for new catalogs and price lists					
16. Record loans of merchandise to other departments in the store					
17. Handle customer complaints					
18. See salesmen (wholesale) who come to show new lines					
19. Keep display room clean and orderly					
20. Keep storage room clean and orderly					
21. Keep workroom areas clean and orderly					
22. Store supplies and equipment in appropriate places					
23. Show samples to customers in store					
24. Show samples to customers in their homes					
25. Keep display windows clean and orderly					
26. Straighten floor covering samples					

	I DO THIS TASK				
	never 1	once a year 2	once a month 3	once a week 4	daily 5
27. Sharpen and keep tools in good condition					
28. Straighten catalogs					
29. Keep samples up to date					
30. Sew pieces of carpeting together with sewing machine					
31. Organize and file samples					
32. Pack and unpack merchandise and/or floor coverings					
33. Inspect merchandise for damage, both when received and before shipping					
34. Assist in planning and arranging displays and show windows					
35. Inspect furniture before delivery to the customer					
36. Reject furniture that doesn't pass inspection and route it to the repair department or factory					
37. Install wall to wall carpets					
38. Install area carpets					
39. Install floor tiles					
40. Install linoleum					
41. Install ceramic tiles for walls or floors					
42. Install other materials, please list: _____					
43. Prepare floor before installation of floor coverings					
44. Remove old floor coverings					
45. Refinish wood floors					
46. Appraise customer's used furniture to determine trade-in value					
47. Touch up scratches, repair upholstery and clean surfaces of used furniture					
48. Sketch floor plans to indicate manner in which floor covering will be laid					

	I DO THIS TASK				
	never 1	once a year 2	once a month 3	once a week 4	daily 5
49. Estimate amount of floor covering needed					
50. Repair carpets (burns, worn spots, etc.)					
51. Take measurements at client's home					
52. Load, unload, and move merchandise and/or floor coverings from store to client's home					
53. Vacuum newly laid carpet					
54. Estimate and quote price of floor covering to customers					
55. Move furniture at client's home before installing floor covering					
56. Scrub newly laid floor coverings such as tile, linoleum					
57. Give promotional talks					
58. Develop promotional brochures					
59. Inspect floor covering after it is installed in the home					
60. Attend educational programs or short courses to keep up to date with changes in my field					
61. Train and/or supervise helpers, aides, clerks					
62. Attend shows of merchandise, supplies, and/or equipment					
63. Install hardware and hang draperies in homes					
64. Read own and competitor's ads					
65. Check to be sure safety laws and rules are observed in store areas and on the job					

Please list any other tasks you do:

UPHOLSTERER

Tasks for Home Furnishings Related Occupations
CHECK LIST

TASKS	I DO THIS TASK				
	never 1	once a year 2	once a month 3	once a week 4	daily 5
1. Answer telephone, take messages, answer questions					
2. Do filing and routine office work					
3. Read and interpret order forms					
4. Record and process mail orders					
5. Type invoices (bills)					
6. Order supplies and equipment					
7. Keep customer records of sales and services					
8. Examine broken or damaged furniture to determine extent of repairs required					
9. Record, mark, code new merchandise					
10. Take inventory					
11. Record amount of time needed for various work room assignments					
12. Run errands for person in charge					
13. Cut fabric to size and shape of furniture					
14. Determine cutting lines by pinning and marking fabric					
15. Pin cut pieces together					
16. Join upholstery pieces on sewing machine					
17. Handle customer complaints					
18. See salesmen (wholesale) who come to show new lines					
19. Keep display room clean and orderly					
20. Keep storage room clean and orderly					
21. Keep workroom clean and orderly					
22. Store supplies and equipment in appropriate places					
23. Show samples to customers in store					
24. Show samples to customers in their homes					
25. Keep display windows clean and orderly					

	I DO THIS TASK				
	never 1	once a year 2	once a month 3	once a week 4	daily 5
26. Hand sew knots to prevent raveling					
27. Straighten drapery and upholstery samples					
28. Straighten catalogs					
29. Keep sample file up to date					
30. Clean sewing machine					
31. Organize and file samples					
32. Pack and unpack merchandise and/or fabric					
33. Inspect merchandise for damage, flaws; both when received and when shipped					
34. Assist in displays and window arrangements					
35. Stitch piping and welt to seam by machine					
36. Stitch pleats on slip covers or upholstery					
37. Measure widtn and distance between pleats for slip covers or upholstery					
38. Fold pleats for slip covers or upholstery					
39. Position and sew zipper or tape with fastners for slip covers or upholstery					
40. Hand sew ornaments					
41. Attach trimming by hand or machine					
42. Attach upholstery fabric to furniture					
43. Touch up scratches, repair upholstery and clean surfaces of used furniture					
44. Polish furniture					
45. Select and coordinate fabric and thread					
46. Select trim					
47. Select and install holding devices for sewing machine					
48. Shampoo upholstery fabric					
49. Estimate yardage needed for upholstering a piece of furniture					

	I DO THIS TASK				
	never 1	once a year 2	once a month 3	once a week 4	daily 5
50. Cut new upholstery pieces from old ones					
51. Strip old coverings off furniture					
52. Load, unload, and move merchandise to and from customer's home					
53. Advise customers on color and type of fabric to use for upholstery					
54. Estimate and quote price of upholstering a piece of furniture					
55. Estimate and quote price of making and installing slipcovers					
56. Compute cost of fabric from measurements, work specifications, and type of fabric					
57. Itemize cost of labor in making and attaching upholstery					
58. Record on sales check or contract total price of upholstering job					
59. Inspect furniture before delivery to customer					
60. Appraise customer's used furniture to determine trade-in allowance					
61. Train and/or supervise helpers, aides, clerks					
62. Attend shows of merchandise, supplies, and/or equipment					
63. Stain/varnish/oil/paint furniture to customer's specifications					
64. Read own and competitor's ads					
65. Check to be sure safety laws and rules are observed in store and workroom					
66. Measure and estimate yardage for pillows, cushions, or bolsters					
67. Retie springs in cushions					
68. Reglue joints of furniture					

	I DO THIS TASK				
	never 1	once a year 2	once a month 3	once a week 4	daily 5
69. Cut new foam cushions into right shape					
70. Replace straps under cushions and springs					
71. Sew piping for cushion edging, trimming					
72. Put zippers into cushions					
73. Use power sewing machine to do stitching					
74. Use cushion stuffer machine					
75. Inspect finished upholstery for accuracy					
76. Strip wood of finishes					
77. Sand wooden parts of furniture					
78. Replace cracked and broken pieces on furniture					
79. Use air/electric stapler					
80. Use air/electric chisel					
81. Use power drill					
82. Use cushion closer machine					
83. Cover buttons					
84. Attach buttons to furniture					
85. Do necessary hand sewing to close cushions					
86. Allocate/assign work to others in work room					

Please list any other tasks you do:

DRAPERY MAKER

Tasks for Home Furnishings Related Occupations
CHECK LIST

TASKS	I DO THIS TASK				
	never 1	once a year 2	once a month 3	once a week 4	daily 5
1. Answer telephone, take messages, answer questions					
2. Do filing and routine office work					
3. Read and interpret order forms					
4. Record and process mail orders					
5. Type invoices (bills)					
6. Order supplies and equipment					
7. Keep customer records of sales and services					
8. Consult with Interior Designer about details of a job					
9. Record, mark, and code new merchandise					
10. Take inventory					
11. Record amount of time needed for various work room assignments					
12. Run errands for person in charge					
13. Measure, drape, and smooth fabric for slip covers over sections of furniture					
14. Determine cutting lines by pinning or marking fabric for slipcovers					
15. Pin cut pieces together for slipcovers					
16. Join slipcover pieces on sewing machine					
17. Handle customer complaints					
18. See salesmen (wholesale) who come to show new lines					
19. Keep display room clean and orderly					
20. Keep storage room clean and orderly					
21. Keep workroom clean and orderly					
22. Store supplies and equipment in appropriate places					
23. Show samples to customers in store					
24. Show samples to customers in their homes					

	I DO THIS TASK				
	never 1	once a year 2	once a month 3	once a week 4	daily 5
25. Keep display windows clean and orderly					
26. Weave or knot yarn to make braids or fringe					
27. Straighten drapery and upholstery samples					
28. Straighten catalogs					
29. Keep samples file up to date					
30. Clean sewing machine					
31. Organize and file samples					
32. Pack and unpack merchandise and/or fabric					
33. Inspect merchandise for damage, flaws; both when recieved and when shipped					
34. Assist in displays and window arrangements- inside and outside of the store					
35. Stitch piping or welt to seam by machine					
36. Stitch pleats on slip covers by machine					
37. Measure width and distance between pleats for slip covers					
38. Fold pleats for slip covers					
39. Position and sew zipper or tape with fastners for slip covers					
40. Hand sew ornaments					
41. Attach trimming by hand or machine					
42. Tie ribbons into bows					
43. Do hand embroidery					
44. Do fagoting					
45. Select and coordinate fabric, linings, facings, and threads					
46. Select trim					
47. Select and install holding devices for sewing machine					
48. Sketch draperies and cornices for client					
49. Estimate yardage needed for drapery					

	I DO THIS TASK				
	never 1	once a year 2	once a month 3	once a week 4	daily 5
50. Repair and/or alter drapery or slipcovers					
51. Take measurements at client's home for drapery					
52. Load, unload, and move merchandise to client's home					
53. Replenish drapery work tables with thread, needles, scissors, and measuring guides					
54. Estimate and quote prices of making and installing draperies					
55. Estimate price of making and installing slip covers					
56. Compute cost of fabric from measurements, work specifications, and type of fabric					
57. Itemize cost of labor in making and installing household accessories					
58. Record on sales check or contract total price of making and installing household accessories					
59. Inspect drapery after installation in home					
60. Give instructions for the installation of rods and other hardware for draperies					
61. Train and/or supervise helpers, aides, clerks					
62. Attend shows of merchandise, supplies, and/or equipment					
63. Install hardware and hang draperies in home					
64. Read own and competitor's ads					
65. Check to be sure safety laws and rules are observed in store and workroom					
66. Measure and estimate yardage for pillows, and/or cushions, bolsters, bedspreads					
67. Measure and estimate yardage for cornices					
68. Measure and estimate yardage for window shades					
69. Cut drapery lengths					
70. Stitch drapery lengths, hems, sides					

	I DO THIS TASK				
	never 1	once a year 2	once a month 3	once a week 4	daily 5
71. Press drapery					
72. Fold and store drapery					
73. Use power sewing machine to do stitching					
74. Use tacking machine					
75. Inspect finished drapery for accuracy					
76. Fold and crease drapery hems and sides					
77. Insert crinoline at top of drapery					
78. Attach lining to drapery					
79. Pin-off drapery pleats					
80. Break and tack drapery pleats					
81. Insert hooks in completed draperies					
82. Make tassels for window shades					
83. Cover buttons					
84. Attach buttons to cushions					
85. Do necessary hand sewing to close cushions					
86. Allocate/assign work to others in work room					

Please list any other tasks you do:

APPENDIX C: PERSONAL DESCRIPTIVE DATA OF EMPLOYEES IN THE FOUR OCCUPATIONS

PERSONAL DESCRIPTIVE DATA ON RESPONDENTS

Biographical Characteristic	Per Cent of Respondents			
	Ass't. Int. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
A. Number of Years Employed				
less than one year	24.4%	4.6%	4.8%	6.4%
one year to three years	31.7%	5.7%	11.9%	12.8%
three years to five years	14.6%	6.9%	11.9%	21.3%
five years to ten years	7.3%	20.7%	9.5%	19.2%
ten years to twenty years	14.6%	35.6%	14.3%	23.4%
twenty years or more	7.3%	21.8%	47.6%	12.8%
no response	--	4.6%	--	4.3%
B. Age				
16 to 20 years old	--	2.3%	--	--
20 - 30	39.0%	26.4%	19.1%	8.5%
30 - 40	29.3%	28.7%	23.8%	12.8%
40 - 60	26.8%	34.5%	45.2%	61.7%
60 or older	2.4%	4.6%	7.1%	14.9%
no response	2.4%	3.5%	4.8%	2.1%
C. Sex				
male	24.4%	100.0%	81.0%	2.1%
female	73.2%	--	19.0%	97.9%
no response	2.4%	--	--	--
D. Highest Grade Completed in School				
6 - 8th grade	2.4%	4.6%	11.9%	12.8%
9th grade	--	--	2.4%	4.3%
10th grade	2.4%	8.1%	7.1%	6.4%
11th grade	--	5.8%	9.5%	4.3%
12th grade	39.0%	60.9%	50.0%	57.5%
13th - 14th grade	26.8%	13.8%	14.3%	8.5%
15th - 16th grade	29.3%	6.9%	4.8%	4.3%
no response	--	--	--	2.1%

Biographical Characteristics	Per Cent of Respondents			
	Ass't. Int. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
E. Additional Schooling or Training				
trade school	4.9%	17.2%	7.1%	--
adult education classes	17.1%	5.8%	11.9%	14.9%
area community college	17.1%	4.6%	--	2.1%
other	24.4%	24.1%	16.7%	25.5%
none	36.6%	48.3%	64.3%	57.5%
F. Type of on the Job Training[a]				
observation of another employee	48.8%	65.5%	38.1%	42.6%
instruction in tasks by manager	65.9%	50.6%	47.6%	48.9%
short course by business	9.8%	20.7%	7.1%	8.5%
other	9.8%	11.5%	21.4%	--
none	12.2%	5.8%	7.1%	14.9%
G. Length of on the Job Training				
less than a week	2.4%	--	2.4%	12.8%
one week to a month	4.9%	1.2%	2.4%	4.3%
1 month to 3 months	7.3%	4.6%	4.8%	19.2%
3 months to 6 months	7.3%	4.6%	2.4%	8.5%
6 months to 12 months	4.9%	9.2%	11.9%	4.3%
1 year or longer	19.5%	63.2%	61.9%	19.2%
no response	53.7%	17.2%	14.3%	31.9%

[a]Some respondents checked more than one type, hence, totals are not equal to 100%.

APPENDIX D: ALTERNATIVE JOB TITLES BY OCCUPATIONS

OCCUPATION OR JOB TITLES

The titles that were reported by the respondents resulted in a list of great variety. These were grouped into major categories under each occupation and the number of respondents naming each is shown in the following list.

Assistant Interior Designer
- Assistant Interior Designer or Interior Designer - 17
- Associate Designer - 1
- Saleslady or Salesman - 5
  - including drapery sales, carpet sales, lighting fixtures
- Owner - 5
- Manager - 6
  - including drapery manager and office manager
- Custom Decorator - 1
- Color Consultant - 1
- Home Consultant - 1
- Bookkeeper and Assistant Sales - 2

Floor Mechanic
- Floor Mechanic - 29
- President of the Company - 1
- Owner or Owner-Installer - 21
- Installer - 6
- Flooring Contractor - 3
- Installation Specialist - 1
- Carpet Layer - 6
- Salesman - 6
  - including carpet, sales and delivery, and sales and installation
- Manager - 5
  - including stock, warehouse, service, furniture, and sales manager
- Floor Coverer - 3
- Stock and Delivery - 1

Upholsterer
- Upholsterer - 20
- Partner or Co-owner - 2
- Owner - 11
- Master Upholsterer - 1
- Upholstery Foreman - 1
- Applicator - 1
- Auto trimmer - 1

Drapery Maker
- Drapery Maker - 4
- Seamstress - 13
- Head Seamstress - 1
- Owner-Operator - 13
- Co-owner - 1
- Drapist - 1
- Fabricator - 1
- Sales - 3
- Draper - 1
- Manager drapery department - 3
- Supervisor - 3
  - including sewing room, drapery workroom, and home furnishings
- Foreman - 1

APPENDIX E: MEAN FREQUENCY TABLES FOR TASK CLUSTERS BY INDIVIDUAL OCCUPATIONS

TASKS PERFORMED BY ASSISTANT INTERIOR DESIGNERS ARRANGED IN CLUSTERS

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores
A. Routine Clerical	
Answer telephone, take messages, answer questions[a]	3.83
Do filing and routine office work	2.71
Record, mark, and code new merchandise	2.71
Pack and unpack merchandise[a]	2.51
Record and process mail orders	1.83
Type invoices (bills)	1.22
B. General Maintenance	
Keep display room clean and orderly	3.12
Straighten catalogs	3.07
Store supplies and equipment in appropriate places[a]	2.56
Keep sample file up to date	2.56
Organize and file samples	2.32
Assist in displays and window arrangements - both inside and outside of the store	1.93
Keep workroom clean and orderly	1.88
Keep storage room clean and orderly	1.80
Keep display windows clean and orderly	1.51
C. Advanced Clerical	
Keep customer records of sales and service	2.54
Estimate cost f[illegible]ple projects	2.49
Handle customer complaints	2.37
Inspect merchandise for damage; both when received and when shipped[a]	2.27
Order supplies and equipment; type purchase orders	2.27
See salesmen (wholesale) who come to show new lines	2.02
Take inventory[a]	1.17

[a]Task is rationally added to the cluster.

ASSISTANT INTERIOR DESIGNER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores
D. Housekeeping	
Straighten Drapery and upholstery samples[a]	3.02
Straighten wallpaper samples[a]	2.24
Straighten magazines, clean ash trays, dust, vacuum carpets	2.00
Polish furniture	1.37
E. Routine Business Operations[b]	
Open mail, direct to proper persons	2.00
Send for new catalogs, price lists	1.80
Mark price tags for sale items	1.76
Keep financial records, do simple bookkeeping	1.44
Purchase items for projects	1.44
Do reproduction, mimeo	0.78
Record loans of supplies, merchandise, to other departments in store	0.71
F. Design	
Choose coordinating fabric, paint, and other samples	2.83
Take on-site measurements[a]	2.41
Accompany interior designer on visits to client's home	1.85
Sketch floor plans	1.66
Draft floor plans and layouts	1.49
Render floor plans and layouts with furniture arrangement	1.22
Make progress reports concerning the work at the site to the interior designer[a]	1.05
Cut samples for designer file	0.83
Take before and after photographs of job sites[a]	0.46

[b]Cluster was rationally formed.

ASSISTANT INTERIOR DESIGNER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores
G. Display[c]	
Consult with management conerning display budget[a]	0.24
Design and sketch displays[a]	0.68
Gather necessary merchandise from various departments for displays	1.59
Collect necessary equipment for setting up displays; such as ladder, staplers	1.02
Assist in planning and moving furniture for store displays	1.51
Make background pieces and signs for displays[a]	0.54
Press fabrics for displays[a]	0.54
Arrange lighting for displays	0.49
Hang interior store decorations for seasonal promotions	0.98
Dismantle displays	1.44
Return merchandise and supplies after display is dismantled	1.41
H. Promotional Activities	
Place ads; proof read ads	0.78
Write copy for ads or display signs	0.49
Give promotional talks	0.39
Develop promotional brochures	0.20
I. Miscellaneous (non-clustered) Tasks	
Read own and competitor's ads	2.54
Run errands for person in charge	2.54
Check to be sure safety laws and rules are observed in store and display areas	1.12
Train and/or supervise display helpers, aides or clerks	0.66
Attend shows of merchandise, display supplies, equipment and/or fixtures	0.63
Install hardware and hang draperies in home	0.49
Fill out cards for bridal registry	0.17
Arrange bridal table settings	0.10

[c]This cluster was rearranged according to sequence of performance.

TASKS PERFORMED BY FLOOR MECHANICS ARRANGED IN CLUSTERS

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores
A. Installation[a]	
Read and interpret order forms[b]	2.34
Sharpen and keep tools in good condition	3.36
Load, unload, and move merchandise and/or floor coverings from store to client's home	3.53
Drive pick-up truck to and from jobs[b]	3.36
Move furniture at client's home before installing floor coverings	2.93
Remove old floor coverings	2.46
Prepare floor before installation of floor coverings	3.14
Install wall to wall carpet	3.29
Install linoleum	2.06
Install area carpet	2.00
Install floor tiles	1.94
Install ceramic tiles for walls or floors	1.37
Inspect floor covering after it is installed in the home	3.03
Vacuum newly laid carpet[b]	1.94
Scrub newly laid floor coverings such as tile, linoleum	0.51
B. Advanced Clerical	
Inspect merchandise for damage, both when received and when shipped[b]	2.43
Handle customer complaints	2.34
Keep customer records of sales and service	2.20
Estimate cost for simple projects	2.08
Order supplies and equipment; type purchase orders	2.06
See salesmen (wholesale) who come to show new lines	1.60
Take inventory[b]	0.97

[a]This cluster was rearranged according to sequence of performance.
[b]Task is rationally added to the cluster.

FLOOR MECHANIC TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores
C. Sales	
Estimate amount of floor covering needed	3.02
Take measurements at client's home	2.71
Sketch floor plans to indicate manner in which floor covering will be laid	2.57
Show samples to customers in their homes	1.63
Show samples to customers in store	1.60
Straighten floor covering samples	1.53
Attend educational programs or short courses to keep up to date with changes in my field	1.13
Mark price tags for sale merchandise	0.94
D. General Maintenance	
Store supplies and equipment in appropriate places[b]	2.91
Keep workroom clean and orderly	2.13
Keep storage room clean and orderly	2.10
Keep display room clean and orderly	1.75
Straighten catalogs	1.34
Keep sample file up to date	1.16
Keep display windows clean and orderly	1.15
Organize and file samples	1.09
Assist in displays and window arrangements - both inside and outside of the store	1.02
E. Routine Clerical	
Answer telephone, take messages, answer questions[b]	3.32
Pack and unpack merchandise[b]	2.37
Do filing and routine office work	1.84
Record, mark, and code new merchandise	1.08
Type invoices (bills)	1.07
Record and process mail orders	0.66

FLOOR MECHANIC TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores
F. Furniture - Related Activities	
Inspect furniture before delivery to the customer	0.75
Reject furniture that doesn't pass inspection and route it to the repair department or factory	0.57
Touch up scratches, repair upholstery, and clean surfaces of used furniture	0.37
Appraise customer's used furniture to determine trade-in value[b]	0.23
G. Miscellaneous (non-clustered) Tasks	
Check to be sure safety laws and rules are observed in store areas and displays	2.93
Read own and competitor's ads	2.48
Train and/or supervise display helpers, aides or clerks	2.31
Repair carpets (burns, worn spots, etc.)	2.25
Consult with Interior Designer about details of a job	2.10
Keep financial records, do simple bookkeeping	1.89
Run errands for person in charge	1.59
Send for new catalogs and price lists	1.06
Attend shows of merchandise, display supplies, equipment and/or fixtures	0.89
Install hardware and hang draperies in homes	0.49
Give promotional talks	0.37
Develop promotional brochures	0.28
Record loans of merchandise to other departments in the store	0.25
Refinish wood floors	0.13

TASKS PERFORMED BY UPHOLSTERERS ARRANGED IN CLUSTERS

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores
A. Recovering[a]	
Strip old coverings off furniture	3.71
Reglue joints in furniture[b]	3.21
Replace cracked or broken pieces in furniture[b]	2.43
Replace straps under cushions and springs	3.05
Retie springs in cushion[b]	2.33
Attach upholstery fabric to furniture	3.76
Cover buttons	3.67
Attach buttons to furniture	3.64
Inspect finished upholstery for accuracy	3.57
Inspect furniture before delivery to customer	3.62
Use an air/electric stapler[b]	2.86
Use power drill	2.81
Use air/electric chisel[b]	0.83
B. Construction[a]	
1. Furniture Coverings	
Select and coordinate fabric and thread	3.33
Select trim	3.33
Determine cutting lines by pinning and marking fabric	2.83
Cut new upholstery pieces from old ones	2.93
Cut fabric to size and shape of furniture	3.64
Pin cut pieces together	2.17
Join upholstery pieces on sewing machine	3.26
Use power sewing machine to do stitching	3.19
Measure width and distance between pleats for slipcovers and upholstery	2.86
Fold pleats for slipcovers or upholstery	2.83
Stitch pleats on slipcovers or upholstery	2.67
Stitch piping and welt to seam by machine	3.10
Attach trimming by hand or machine	3.45

[a]This cluster was rearranged according to sequence of performance.
[b]Task is rationally added to the cluster.

UPHOLSTERER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores
1. Furniture Coverings (con't.)	
Position and sew zipper or tape with fasteners for slipcovers or upholstery	2.45
Hand sew knots to prevent raveling[b]	2.19
Hand sew ornaments	1.74
Clean sewing machine	2.57
Select and install holding devices for sewing machine[b]	1.31
2. Pillow and Cushion Coverings	
Cut new foam cushions into right shapes	3.02
Sew piping for cushion edging, trimming	3.10
Put zippers into cushions	2.45
Use cushion stuffer machine	2.71
Use cushion closer machine[b]	0.74
Do necessary hand sewing to close cushions	3.62
C. Sales[a]	
Examine broken or damaged furniture to determine extent of repairs required	3.26
Show samples to customers in store	2.69
Show samples to customers in their homes	2.48
Advise customers on color and type of fabric to use for upholstery	2.86
Estimate yardage needed for upholstering a piece of furniture	3.19
Measure and estimate yardage for pillows, cushions, or bolsters	2.57
Compute cost of fabric from measurements, work specifications, and type of fabric	2.81
Itemize cost of labor in making and attaching upholstery	2.71
Record on sales check or contract total price of upholstery job	2.71
Estimate and quote price of making and installing slipcovers[b]	0.26
Read and interpret order forms	2.83
Load, and unload, and move merchandise to and from customer's home	3.07
Straighten drapery and upholstery samples	2.38
Appraise customer's used furniture to determine trade-in allowance[b]	0.17

UPHOLSTERER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores
D. General Maintenance	
Keep workroom clean and orderly	3.60
Store supplies and equipment in appropriate places[b]	3.36
Keep storage room clean and orderly	2.88
Keep display room clean and orderly	2.74
Straighten catalogs	2.10
Keep sample file up to date	1.98
Organize and file samples	1.81
Keep display windows clean and orderly	1.45
Assist in displays and window arrangements - both inside and outside of the store	0.90
E. Routine Clerical	
Answer telephone, take messages, answer questions[b]	3.67
Pack and unpack merchandise[b]	3.04
Do filing and routine office work	2.40
Record and process mail orders	2.02
Type invoices (bills)	1.76
Record, mark, and code new merchandise	1.45
F. Advanced Clerical	
Inspect merchandise for damage, both when received and when shipped[b]	3.10
Estimate cost for simple projects	2.81
Keep customer records of sales and service	2.45
Order supplies and equipment; type purchase orders	2.36
Handle customer complaints	2.05
See salesmen (wholesale) who come to show new lines	1.81
Take inventory[b]	0.98

UPHOLSTERER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores
G. Woodworking[a]	
Strip wood of finishes	1.07
Sand wooden parts of furniture	1.19
Stain/varnish/oil/paint furniture to customer's specifications	1.43
H. Miscellaneous (non-clustered) Tasks	
Touch up scratches, repair upholstery, ans clean surfaces of used furniture	3.45
Polish furniture	2.60
Check to be sure safety laws and rules are observed in store areas and displays	2.55
Read own and competitor's ads	1.90
Run errands for person in charge	1.67
Allocate/assign work to others in workroom	1.50
Train and/or supervise display helpers, aides or clerks	1.12
Record amount of time needed for various workroom assignments	1.05
Attend shows of merchandise, display supplies, equipment and/or fixtures	0.40
Shampoo upnolstery fabric	0.17

TASKS PERFORMED BY DRAPERY MAKERS ARRANGED IN CLUSTERS

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores
A. Workroom Supervision	
Replenish drapery workroom tables with thread, needles, scissors, and measuring guides[a]	2.09
Allocate/assign work to others in workroom	1.94
Record amount of time needed for various workroom assignments	0.98
B. Advanced Clerical	
Inspect merchandise for damage both when received and when shipped[a]	2.91
Keep customer records of sales and service	1.89
Estimate cost for simple projects	1.70
Order supplies and equipment; type purchase orders	1.66
Handle customer complaints	1.38
See salesmen (wholesale) who come to show new lines	0.98
Take inventory[a]	0.68
C. General Maintenance	
Keep workroom clean and orderly	3.06
Store supplies and equipment in appropriate places[a]	3.02
Keep storage room clean and orderly	1.85
Keep display room clean and orderly	1.57
Organize and file samples	1.15
Straighten catalogs	1.09
Keep sample file up to date	0.87
Assist in displays and window arrangements - both inside and outside of the store	0.85
Keep display windows clean and orderly	0.79

[a]Task is rationally added to the cluster.

DRAPERY MAKER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores
D. Routine Clerical	
Answer telephone, take messages, answer questions[a]	3.32
Pack and unpack merchandise[a]	1.77
Do filing and routine office work	1.60
Record, mark, and code new merchandise	1.09
Type invoices (bills)	0.98
Record and process mail orders	0.94
E. Construction[b]	
1. Drapery and Window Coverings	
Select and coordinate fabric, lining, facings, and thread	2.26
Select trim	1.21
Cut drapery in lengths	3.06
Fold and crease drapery hems and sides	3.23
Stitch drapery lengths, sides, hems	3.32
Use power machine to do stitching	3.43
Attach lining to drapery	3.15
Insert crinoline at top of drapery	3.17
Pin off drapery pleats	3.19
Break and tack drapery pleats	3.19
Use tacking machine[a]	1.51
Attach trimming by hand or machine	1.66
Press drapery	3.32
Insert hooks in completed drapery	2.85
Inspect finished drapery for accuracy	3.30
Fold and store drapery	3.30
Clean sewing machine	2.55
Select and install holding devices for sewing machine	0.60
Hand sew ornaments	0.98
Repair and/or alter drapery or slipcovers	2.19
Do fagoting[a]	0.19

[b]This cluster was rearranged according to sequence of performance.

DRAPERY MAKER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores
2. Slipcovers, Pillows, Cushions, Bolsters, Bedspreads	
Measure, drape, and smooth fabric for slipcovers over sections of furniture	0.53
Determine cutting lines by pinning, or marking fabric for slipcovers	0.43
Pin cut pieces together for slipcovers	0.43
Join slipcover pieces on sewing machine	0.57
Stitch piping or welt to seam by machine	1.17
Measure width and distance between pleats for slipcovers	0.53
Fold pleats for slipcovers	0.53
Stitch pleats on slipcovers by machine	0.57
Position and sew zipper or tape with fasteners for slipcovers	0.49
Do necessary hand sewing to close cushions	0.74
Cover buttons	0.66
Attach buttons to cushions	0.62
Make tassels for window shades	0.34
Weave or knot yarn to make braid or fringe	0.13
F. Sales[b]	
Straighten drapery and upholstery samples	1.43
Show samples to customers in store	1.47
Show samples to customers in their homes	0.96
Sketch draperies and cornices for clients	0.98
Take measurements at client's home for drapery	1.23
Estimate yardage needed for drapery	2.47
Measure and estimate yardage for pillows and/or cushions, bolsters, bedspreads	1.55
Measure and estimate yardage for cornices	1.30
Measure and estimate yardage for window shades	0.94
Compute cost of fabric from measurements, work specifications, and type of fabric	1.64
Itemize cost of labor in making and installing household accessories	1.06
Record on sales check or contract total price of making and installing household accessories	0.85

DRAPERY MAKER TASKS

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores
F. Sales (con't.)	
Estimate price of making and installing slipcovers	0.32
Load, unload, and move merchandise to client's home	1.23
Give instructions for the installation of rods and other hardware for drapery	1.28
Install hardware and hang draperies in home	0.85
Inspect draperies after installation in home	1.02
G. Miscellaneous (non-clustered) Tasks	
Read and interpret order forms	2.87
Consult with Interior Designer about details of job	2.64
Read own and competitor's ads	1.87
Check to be sure safety laws and rules are observed in store areas and displays	1.66
Train and/or supervise display helpers, aides or clerks	1.40
Run errands for person in charge	1.15
Attend shows of merchandise, display supplies, equipment and/or fixtures	0.32
Tie ribbons into bows	0.13
Do hand embroidery	0.09

APPENDIX F: MEAN FREQUENCY TABLE
FOR TASK CLUSTERS
FOR THE FOUR
OCCUPATIONS

TASKS PERFORMED IN HOUSING AND INTERIOR DESIGN RELATED OCCUPATIONS

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores — Occupations			
	Ass't. Int. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
A. Advanced Clerical				
Inspect merchandise for damage both when received and when shipped	2.27	2.43	3.10	2.91
Keep customer records of sales and service	2.54	2.20	2.45	1.89
Estimate cost for simple projects	2.49	2.08	2.81	1.70
Handle customer complaints	2.37	2.34	2.05	1.38
Order supplies and equipment; type purchase orders	2.27	2.06	2.36	1.66
See salesmen (wholesale) who come to show new lines	2.02	1.60	1.81	0.98
Take inventory	1.17	0.97	0.98	0.68
B. Routine Clerical				
Answer telephone, take messages, answer questions	3.83	3.32	3.67	3.32
Pack and unpack merchandise	2.51	2.37	3.04	1.77
Do filing and routine office work	2.71	1.84	2.40	1.60
Record, mark, and code new merchandise	2.71	1.08	1.45	1.09
Type invoices (bills)	1.22	1.07	1.76	0.98
Record and process mail orders	1.83	0.66	2.02	0.94
C. General Maintenance				
Store supplies and equipment in appropriate places	2.56	2.91	3.36	3.02
Keep workroom clean and orderly	1.88	2.13	3.60	3.06
Keep display room clean and orderly	3.12	1.75	2.74	1.57
Keep storage room clean and orderly	1.80	2.10	2.88	1.85
Straighten catalogs	3.07	1.34	2.10	1.09
Keep sample file up to date	2.56	1.16	1.98	0.87
Organize and file samples	2.32	1.09	1.81	1.15

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores — Occupations			
	Ass't. Int. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
C. General Maintenance (con't.)				
Keep display windows clean and orderly	1.51	1.15	1.45	0.79
Assist in displays and window arrangements - both inside and outside of the store	1.93	1.02	0.90	0.85
D. Sales				
Estimate amount of material needed for the work to be done	.	3.02	3.19	2.47
Read and interpret order forms	.	2.34	2.83	2.87
Load, unload, and move merchandise or material to and/or from client's home	.	3.53	3.07	1.23
Inspect finished work	.	3.03	3.62	1.02
Straighten drapery or upholstery samples	3.02	.	2.38	1.43
Take measurements at client's home	2.41	2.71	.	1.23
Show samples to customers in store	.	1.60	2.69	1.47
Make sketches to indicate the work to be done	1.66	2.57	.	0.98
Show samples to customers in their homes	.	1.63	2.48	0.96
Install hardware and hang draperies in home	0.49	0.49	.	0.85
Compute cost of fabric from measurements, work specifications, and type of fabric	.	.	2.81	1.64
Measure and estimate yardage for pillows, cushions, bolsters, and/or bedspreads	.	.	2.57	1.55
Itemize cost of labor for the job	.	.	2.71	1.06
Straighten wallpaper and/or floor covering samples	2.24	1.53	.	.

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores — Occupations			
	Ass't. Inst. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
D. Sales (con't.)				
Record on sales check or contract total price for work to be done	.	.	2.71	0.91
Mark price tags for sale merchandise	1.76	0.94	.	.
Estimate price of making and installing slipcovers	.	.	0.26	0.32
Appraise customer's used furniture to determine trade-in allowance	.	0.23	0.17	.
Examine broken or damaged furniture to determine extent of repairs needed	.	.	3.26	.
Advise customers on color and type of fabric to use for upholstery	.	.	2.86	.
Measure and estimate yardage for cornices	.	.	.	1.30
Give instructions for the installation of rods and other hardware for draperies	.	.	.	1.28
Attend educational programs on short courses to keep up to date with changes in my field	.	1.13	.	.
Measure and estimate yard-age for window shades	.	.	.	0.94
E. Construction				
Use power sewing machine to do stitching	.	.	3.19	3.43
Select and coordinate fabric, thread, and/or linings facings	.	.	3.33	2.26
Clean sewing machine	.	.	2.57	2.55
Attach trimming by hand or machine	.	.	3.45	1.66
Select trim	.	.	3.33	1.21
Repair and/or alter items	.	2.25	.	2.19

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores			
	Occupations			
	Ass't. Inst.	Des.	Floor Mech.	Uphol-sterer	Drapery Maker
E. Construction (con't.)				
Do necessary hand sewing to close cushions	.	.	3.62	0.74
Cover buttons	.	.	3.67	0.66
Stitch piping and welt to seam by machine	.	.	3.10	1.17
Attach buttons to furniture	.	.	3.64	0.62
Join upholstery and/or slipcover pieces on sewing machine	.	.	3.26	0.55
Measure width and distance between pleats for slipcovers and/or upholstery	.	.	2.86	0.53
Fold pleats for slipcovers or upholstery	.	.	2.86	0.53
Determine cutting lines by pinning and marking fabric	.	.	2.83	0.43
Stitch pleats on slipcovers or upholstery	.	.	2.67	0.57
Position and sew zipper or tape with fasteners for slipcovers or upholstery	.	.	2.45	0.49
Hand sew ornaments	.	.	1.74	0.98
Pin cut pieces together	.	.	2.17	0.43
Select and install holding device for sewing machine	.	.	1.31	0.60
Cut fabric to size and shape of furniture	.	.	3.64	.
Stitch drapery lengths, sides, hems	.	.	.	3.32
Press drapery	.	.	.	3.32
Fold and store drapery	.	.	.	3.30
Inspect finished drapery for accuracy	.	.	.	3.30
Fold and crease drapery hems and sides	.	.	.	3.23

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores			
	Occupations			
	Ass't. Inst. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
E. Construction (con't.)				
Break and tack drapery pleats	.	.	.	3.19
Pin off drapery pleats	.	.	.	3.19
Insert crinoline at top of drapery	.	.	.	3.17
Attach lining to drapery	.	.	.	3.15
Sew piping for cushion edging, trimming	.	.	3.10	.
Cut drapery lengths	.	.	.	3.06
Cut new foam cushions	.	.	3.02	.
Cut new upholstery pieces from old ones	.	.	2.93	.
Insert hooks in completed drapery	.	.	.	2.85
Use cushion-stuffer machine	.	.	2.71	.
Hand sew knots to prevent raveling	.	.	2.19	.
Put zippers into cushions	.	.	2.45	.
Use tacking machine	.	.	1.51	.
Use cushion closer machine	.	.	0.74	.
Measure, drape, and smooth fabric for slipcovers over section of furniture	.	.	.	0.53
Make tassels for window shades	.	.	.	0.34
Do fagoting	.	.	.	0.19
Weave or knot yarn to make fringe or braids	.	.	.	0.13
F. Routine Business Operations				
Keep financial records, do simple bookkeeping	1.44	1.89	.	.
Send for new catalogs and price lists	1.80	0.06	.	.
Record loans of merchandise to other departments in the store	0.71	0.25	.	.

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores — Occupations			
	Ass't. Inst. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
F. Routine Business Operations (con't.)				
Open mail, direct to proper persons	2.00	.	.	.
Purchase items for projects	1.44	.	.	.
Do reproduction, mimeo	0.78	.	.	.
G. Promotional Activities				
Give promotional talks	0.39	0.37	.	.
Develop promotional brochures	0.20	0.28	.	.
Place ads; proof read ads	0.78	.	.	.
Write copy for ads or display signs	0.49	.	.	.
H. Workroom Supervision				
Allocate/assign work to others in workroom	.	.	1.50	1.94
Record amount of time needed for various workroom assignments	.	.	1.05	0.98
Replenish drapery work tables with thread, needles, scissors, and measuring guides	.	.	.	2.09
I. Furniture - Related Activities				
Touch up scratches, repair upholstery and clean surfaces of used furniture	.	0.37	3.45	.
Inspect furniture before delivery to the customer	.	0.75	.	.
Reject furniture that doesn't pass inspection and route it to the repair department or factory	.	0.57	.	.

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores			
	Occupations			
	Ass't. Inst. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
J. Housekeeping				
Polish furniture	1.37	.	2.60	.
Straighten magazines, clean ash trays, dust, vacuum carpet	2.00	.	.	.
K. Design				
Choose coordinating fabric paint, and other samples	2.83	.	.	.
Accompany interior designer on visits to client's home	1.85	.	.	.
Draft floor plans and lay-outs	1.49	.	.	.
Render floor plans and lay-outs with furniture arrangements	1.22	.	.	.
Make progress reports concerning the work at the site to the interior designer	1.05	.	.	.
Cut samples for designer files	0.83	.	.	.
Take before and after photographs of job site	0.46	.	.	.
L. Display				
Gather necessary merchandise from various departments for displays	1.59	.	.	.
Assist in planning and moving furniture for store displays	1.51	.	.	.
Dismantle displays	1.44	.	.	.
Return merchandise/supplies after display is dismantled	1.41	.	.	.
Collect necessary equipment for setting up displays; such as ladders, staplers	1.02	.	.	.

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores			
	Occupations			
	Ass't. Inst. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
L. Display (con't.)				
Hang interior store decorations for seasonal promotions	0.98	.	.	.
Design and sketch displays	0.68	.	.	.
Make background pieces and signs for displays	0.54	.	.	.
Press fabrics for displays	0.54	.	.	.
Arrange lighting for displays	0.49	.	.	.
Consult with management concering display budget	0.24	.	.	.
M. Installation				
Sharpen and keep tools in good condition	.	3.36	.	.
Drive pick-up truck to and from jobs	.	3.36	.	.
Install wall to wall carpet	.	3.29	.	.
Prepare floor before installation of floor coverings	.	3.14	.	.
Move furniture at client's home before installing floor covering	.	2.93	.	.
Remove old floor coverings	.	2.46	.	.
Install linoleum	.	2.06	.	.
Install area carpets	.	2.00	.	.
Install floor tiles	.	1.94	.	.
Vacuum newly laid carpet	.	1.94	.	.
Install ceramic tiles for walls or floors	.	1.37	.	.
Scrub newly laid floor coverings such as tile, linoleum	.	0.51	.	.

Task Clusters (arranged in descending order of mean frequency scores)	Mean Frequency Scores			
	Occupations			
	Ass't. Inst. Des.	Floor Mech.	Uphol-sterer	Drapery Maker
N. Recovering				
Attach upholstery fabric to furniture	.	.	3.76	.
Strip old coverings off furniture	.	.	3.71	.
Inspect finished upholstery for accuracy	.	.	3.57	.
Reglue joints of furniture	.	.	3.21	.
Replace straps under cushions and springs	.	.	3.05	.
Use air/electric stapler	.	.	2.86	.
Use power drill	.	.	2.81	.
Retie springs in cushions	.	.	2.33	.
Replace cracked and broken pieces on furniture	.	.	2.43	.
Use air/electric chisel	.	.	0.83	.
O. Woodworking				
Stain/varnish/oil/paint furniture to customer's specifications	.	.	1.43	.
Sand wooden parts of furniture	.	.	1.19	.
Strip wood of finishes	.	.	1.07	.
P. Miscellaneous (non-clustered) Tasks				
Consult with Interior Designer about details of a job	.	2.10	.	2.64
Fill out cards for bridal registry	0.17	.	.	.
Arrange bridal table settings	0.10	.	.	.
Refinish wood floors	.	0.13	.	.
Shampoo upholstery fabric	.	.	0.17	.
Tie ribbons into bows	.	.	.	0.13
Do hand embroidery	.	.	.	0.09